

INSTRUCTIONS: Please complete this form, certify, attach documents as required and return to: Business Finance Unit, 99 Kings Highway, Dover, DE 19901 or via email business_finance@delaware.gov and with copy to DelDOT_TIIF@delaware.gov

EXHIBIT A
Transportation Infrastructure Investment Fund (TIIF)
Annual Progress Report of
[LEGAL NAME OF COMPANY]

Annual Progress Reporting Year of 7
in accordance with Section 7 of the TIIF Agreement.

Please complete this document and attach all required documentation in the order given below. If an item is Not Applicable, please indicate N/A, DO NOT LEAVE BLANK.

1. Provide updated Employment Impact tables (reference Section B under “Project Information” of the TIIF Application):

Type of Employment	No. of FTEs Last Reporting Period	No. of FTEs This Reporting Period	No. of FTEs Projected Next Reporting Period
Professional or Managerial			
Engineering or Skilled Labor			
Unskilled & Semi-Skilled			
TOTALS			

Provide job titles that correspond to the newly created or relocated jobs as a result of the TIIF Grant, together with annual wages and date of hire for each title. If more space is necessary, ignore here and please attach a complete list as “Attachment: Employment Impact”

Job Title	Job Type	# of Jobs	Dates of Hire	Annual Wages	Benefits Included
				\$	
				\$	
				\$	
				\$	
				\$	

2. Attach copies of the Grantee’s financial statements: business tax returns AND/OR profit/loss statement AND/OR balance sheets, for the most recent year.

3. Attach an updated Public Purpose statement (reference Section C under “Project Information” of the TIIF Application), describing the most current economic impacts and benefits of the Economic Development Project.
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CERTIFICATION

I, the undersigned being a duly authorized representative of [LEGAL NAME OF COMPANY] (the “Grantee”), whose Taxpayer Identification Number is [EIN], hereby certify, as of June 30, 20____, to the Division of Small Business (“DSB”) as follows with respect to the TIIF Grant Agreement (the “Agreement”) dated and any Amendments thereto, consistent with Section 7 of the Agreement.

The Grantee certifies _____ total Full-Time Employees; _____ New Full-Time Employees in this Reporting Year; and Contract Workers, as a result of this Project.

Grantee has complied with applicable federal, State and local laws, ordinances, codes and regulations. Grantee has paid to obtain and maintain any permits and licenses required by federal, State and local laws, ordinances, codes and regulations and has filed, in a timely manner, all Delaware tax returns or other required tax filings and to pay any and all taxes when due.

Grantee has not discriminated against any employee or applicant for employment because of race, creed, color, sex, or national origin. Grantee has complied with applicable federal and State laws, regulations and policies pertaining to the prevention of discriminatory employment practices.

The information in this report and all attachments are true, accurate and complete, and I am authorized to report this information. I understand that this certification is made in support of a request for government funds from the Transportation Infrastructure Investment Fund of the State of Delaware.

Authorized Company Representative (Signature)

Date

Authorized Company Representative (Printed)

Title

Notary

County

Commission Expiration Date